

Borough of Hellertown
Council Meeting Minutes
Monday, May 17, 2021

The Meeting Was Held Via Zoom and Streamed on Facebook Live

- I. Call to Order – Thomas Rieger, 7:00 p.m.
- II. Pledge - All
- III. Roll Call – Cathy Hartranft

Earl Hill-	Present
James Hill-	Present
Matthew Marcincin-	Present
Michael McKenna-	Present
Thomas Rieger-	Present
Gil Stauffer-	Present
Philip Weber-	Present
Mayor Heintzelman-	Present

Also in attendance were Michael Corriere, Cathy Hartranft, Barry Yonney, Bryan Smith, Chief Shupp, Angie Thiede, Tina Krasnansky, and Kris Russo.

- IV. Adoption of Meeting Agendum

Motion made by Philip Weber, seconded by Earl Hill, to adopt the meeting agendum as written. Motion carried 7-0.

- V. Approval of Meeting Minutes

- 1. May 3, 2021

Motion made by Gil Stauffer, seconded by Michael McKenna, to approve the May 3, 2021, meeting minutes as written. Motion carried 7-0.

VI. COVID-19 Briefing

1. Administration/Public Works/Finance

- a. Mrs. Hartranft reviewed the financials.

Pool passes are on sale at Borough Hall Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. Masks are required to enter Borough Hall.

Borough Hall will be reopening to the public on June 1, 2021.

2. EMA

- a. Mr. Sherer was not present for the meeting.

3. Police

- a. Chief Shupp had nothing additional to report.

4. Fire

- a. Matthew Simkovic was not present.

5. EMS

- a. Captain Andree was not present.

VII. Courtesies of the Floor

A. Pre-Scheduled Appearance- None

B. Agenda Items

Joseph Pampanin, 95 Kiernan Avenue, and Richard Weddigen, 600 Northampton Street, had questions regarding the Public Works Facility. The questions will be discussed under the agenda item.

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger- The next meeting will be a hybrid meeting. Council will be present at Borough Hall. The public will attend via Zoom.

The Honor and Hors d'oeuvres event will be held at Dimmick Park on May 25, 2021.

B. Mayor

Mayor Heintzelman had nothing to report.

C. Council

Council had nothing to report.

IX. Reports from Appointed Officials

A. Treasurer

1. April 2021 Treasurer's Report
2. April 2021 Statement of Revenues and Expenditures

Motion made by Philip Weber, seconded by Gil Stauffer, to receive the April 2021 Treasurer's Report and Statement of Revenues and Expenditures. Motion carried 7-0.

B. Engineer

1. Report

Mr. Smith- The contractor for the Main Street Pedestrian Safety Project will be starting landscape restoration and finishing up the rapid flash beacons and crosswalks. The project is on scheduled to be completed by mid-June.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft- The Borough applied for a DCED grant in the amount of \$90,000.00 to continue adding ADA improvements at Dimmick Park. There is no required match. Improvements would include a crosswalk from Dimmick Park to the pool.

E. Chief of Police

1. Monthly Report

Motion made by Matthew Marcincin, seconded Philip Weber, to receive the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

F. Public Works Director

1. Monthly Report

Motion made by Matthew Marcincin, seconded by Philip Weber, to receive the Public Works Monthly Report and make a part of these minutes. Motion carried 7-0.

Mr. Yonney- Public Works completed pouring the concrete in the garage floors.

We will began draining and cleaning the pool next week.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Michael McKenna, seconded by Gil Stauffer, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

Mr. Russo- There will be a Zoning Hearing Board Meeting on May 19, 2021, at 6:30 p.m.

H. Fire Chief- None

I. Emergency Management- None

X. Unfinished Business

1. Discussion on Ordinance 836, Noise Regulations

Mr. Corriere reviewed the revisions to the proposed ordinance including a new chart for the general public and changes to the nighttime hours.

Mr. Earl Hill questioned the decision to have the nighttime decibel limit at 50?

Chief Shupp- We chose 50 decibels because the limit is Borough wide. That decibel sounds much louder in the Mountainview Area than on Main Street. I would rather err on the side of public interest and start on the lower end. The limit can always be increased as needed.

Mr. Rieger- The charts can be updated by Resolution so that will save on costs of having to amend the ordinance.

Council felt there should be language added for giving emergency discretion including storm clean up noise during adverse weather conditions.

Mayor Heintzelman asked to include language regarding businesses that are open 24/7 and services like Sanitation that start early in the day.

Mr. Corriere will look into additional language and add calibration requirements.

Motion made by Gil Stauffer to table this item until the June 7, 2021, meeting pending additional language. Motion carried 7-0.

XI. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Earl Hill, seconded by Philip Weber, to approve the payments. Motion carried 7-0.

2. Adoption of Abuse Risk Management Policy - Council Action

Mrs. Hartranft- Our insurance carrier had asked that we adopt the molestation/abuse policy that they provided. It was a bit excessive, so we asked to reduce the scope of the policy to make it more applicable to our environment. This draft has been approved by our labor attorney.

Motion made by Philip Weber, seconded by Matthew Marcincin, to approve the Abuse Risk Management Policy. Motion carried 6-1 (Mr. James Hill opposed).

3. Authorization to Pay Invoice #2 to Marino Corp for Main Street Safety Project in the Amount of \$189,527.97- Council Action

Motion made by Michael McKenna, seconded by Philip Weber, to approve the payment of Invoice #2 to Marino Corp. Motion carried 7-0.

4. Authorization to Pay Invoice #1 to TPD for Main Street Safety Project in the Amount of \$1,293.12- Council Action

Mrs. Hartranft- This is for the construction inspection services.

Motion made by Michael McKenna, seconded by Gil Stauffer, to Payment #1 to TPD. Motion made by 7-0.

5. Discussion on Public Works Facility

Mr. Smith- The Borough solicited bids for design build of a Public Works Facility. The project was advertised and placed on Pennbid but the Borough received no bids. It was then recommended that the Borough look into COSTARS. Pioneer Pole Buildings is a COSTARS vendor that also does design build.

Mr. Pampanin expressed his concern with the building having a wooden frame rather than steel. Mr. Smith noted that the project was always bid to have a wood frame to save on costs and that maintenance plays more into the longevity than the materials used.

Mr. Weddigen noticed in the contract that Pioneer Pole Buildings is open to price negotiations and asked whether the Borough will take advantage of that clause.

Mr. Rieger- That clause is included as the price will fluctuate after the design build is completed to our specifications.

- i. Authorization to Transfer \$400,000.00 From Fund Balance to Capital Fund- Council Action

Motion made by Gil Stauffer, seconded by Earl Hill, to authorize the transfer of \$400,000.00 from the Fund Balance to the Capital Funds. This is in addition to the \$601,000.00 already allocated to the Public Works Facility. Motion carried 7-0.

- ii. Award Building Contract to Pioneer Pole Building Based on COSTARS Pricing- Council Action

Motion made by Earl Hill, seconded by Philip Weber, to award the design build contract to Pioneer Pole Buildings. Contingent upon final approval of all documents. Motion carried 7-0.

- iii. Approval of \$25,000.00 Down Payment for Design/Engineering- Council Action

Motion made by Michael McKenna, seconded by Gil Stauffer, to approve the \$25,000.00 down payment for Design Build to Pioneer Pole Buildings. Motion carried 7-0.

XII Announcements

Mr. Rieger- An Executive Session was held prior to the meeting at 6:00 p.m. to discuss potential litigation and personnel matters. There will also be an Executive Session prior to the next meeting.

The next Council Meeting is June 7, 2021.

Council acknowledged Public Works Week and National Police Week and expressed their thanks.


XIII. Executive Session- None

Council Meeting Minutes
05/17/21
Page 8

XIV. Adjournment

Motion made by Philip Weber, seconded by Earl Hill, to adjourn the meeting
8:05 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 7th Day of June 2021.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

April 2021

This is the monthly report for the Hellertown Police Department from April 1st through April 30th, 2021.

During the month of April the Police received 393 calls for service. We did receive 4 Theft, 10 Domestic/Assault, 1 Burglary, 3 Fraud, 2 Sex Assault and 4 traffic collision calls. We wrote 58 citations.

The Police Department filed 52 charges including 19 for Narcotics Possession, 6 for DUI, 4 for Theft/RSP, 1 for Forgery/Fraud 1 for Theft of a Motor Vehicle, 5 for Assault, 2 for Possession With the Intent to Deliver Narcotics, 1 for Homicide by Vehicle DUI Related and 1 for Involuntary Manslaughter.

In the month of April our call volume was a little higher than normal. As you can see by the charges above we were quite busy in April and closed out a few larger cases. We closed out 2 Narcotics investigations filing PWI charges and we filed the Homicide by Vehicle DUI Related and Involuntary Manslaughter charges for the pedestrian accident we had last year at Main and Bachman streets. Any questions feel free to call or stop in.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
APRIL 2021**

1 ACTIVITY COMPLETED

Attempted to Stretch Pool Liner
Installed Handicap Signage
Concreted Stairs at Dimmick
Painted Parking Spaces at Parks
Removed Graffiti From Benches and Tot Lot
Installed New Valve at Water Street Park Drinking Fountain
Called Out for Wind Storm Cleanup
Mulched All Flowerbeds
Continued Painting At Pool
Serviced #3, #7, #8, #9, #12, #15
Serviced Mowers

2 OTHER

Cleaned and Disinfected Shops and Lunch Room
Cleaned the Millrace
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Swept Main Street & Mountainview Area
Filled Dog Waste Bags Weekly
Cleaned Bathrooms Daily
Emptied Trash Barrels Weekly
Mowed All Locations Weekly
Cleaned Fountains

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Removed Old Fire Door in Administration Office
Prepared Garages for Concrete Removal
Repaired Street Signs
Repaired Hometown Hero Banners
Rolled Ballfields
Hung Patriot Project Flags
Repaired Damage From Winter Storm Piles

4 MEETINGS

Virtual Council Meetings & Executive Sessions
Meeting for Road Paving Project
Met Eastern Time for Alarm Install
Met with Assistant Pool Manager
Met Worth for HVAC Maintenance



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

610-838-7041 * Fax 610-838-0500

2021 Monthly Report Apr 15-May 13

Local Permits Issued:	21
BIA Permits Issued:	11
Sidewalk Inspections:	13
Residential Rental Inspections:	2
Fire Inspections:	0
Service Requests/Complaints	27

Citations: 0

Planning Commission activity: None

ZHB activity: Upcoming-1527 Easton Rd rezoning challenge

Meetings/Classes attended:
2 Borough Council
0 Z.H.B.
0 Planning Commission

Court Appearances:

Other Information: Tall grass and property maintenance complaints are on the rise

Borough of Hellertown
Monthly Permit Report

05/13/2021
1:57 PM
Page 1 of 2

FOR PERMITS ISSUED BETWEEN 4/15/2021 AND 5/13/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
4/15/2021	Z-210133	GUERRIERI, DANO P And LISA M,	1304 MAIN ST	Q7NW3D-2-4	\$300.00	\$25.00
	Zoning	Sign Permit				
4/15/2021	Z-210134	DIEHL, GRETCHEN E And WAGNER,	345 ELLEN ST	Q7SW3C-3-10	\$80.00	\$26.00
	Zoning	Driveway Permit				
4/15/2021	Z-210142	BOKAN, DANIEL W And AMANDA L,	833 ELM RD	Q7SE4A-11-3N	\$47,000.00	\$236.00
	Zoning	Swimming Pool				
4/15/2021	Z-210132	RAGER, JOSHUA C And SIMON, SH	526 SPRUCE ST	Q7SW3C-4-4	\$900.00	\$25.00
	Zoning	Accessory Structure-Residential				
4/19/2021	D-210145	FRITTS, AMY TOUZET,	216 W HIGH ST	Q7NW3A-7-2	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
4/19/2021	Y-210146	HEIBER, MONICA M And RACHAEL	815 POPLAR RD	Q7SE4A-10-4K	\$0.00	\$25.00
	Shade	Removal				
4/22/2021	Z-210149	FLUCK, R T And JANICE E,	830 DETWEILER AVE	Q7SW2B-16-1	\$3,000.00	\$75.00
	Zoning	Fence				
4/22/2021	Z-210151	OLTROGGE, TAMARRA KAY And KE	1607 ILONA DR	Q7NW2C-4-18	\$3,390.00	\$75.00
	Zoning	Driveway Permit				
4/22/2021	Z-210152	DRAKE, ANGELA E,	908 NEW YORK AVE	Q7SW2B-14-4	\$480.00	\$25.00
	Zoning	Fence				
4/26/2021	Z-210159	DORN, ROBERT W And DEBRA A,	326 SPRUCE ST	Q7SW3C-3-3	\$37,500.00	\$207.50
	Zoning	Addition-Residential				
4/27/2021	Y-210165	TRAVISANO, ANDREA L,	921 MAGNOLIA RD	Q7SE4A-5-8	\$0.00	\$25.00
	Shade	Removal				
4/27/2021	Y-210169	TRAVISANO, ANDREA L,	921 MAGNOLIA RD	Q7SE4A-5-8	\$0.00	\$10.00
	Shade	Substantial Trimming				
4/27/2021	Z-210164	NICHOLS, BRYAN WALSH And DAN	1522 BROOKSTONE PL	Q7NW2C-4-5-1	\$4,000.00	\$75.00
	Zoning	Deck				
4/27/2021	Z-210167	PECK, BRIAN J,	433 BIRCH RD	Q7SE1D-5-14	\$0.00	\$75.00
	Zoning	Patio, Landing and Apron				
4/27/2021	Z-210168	CSICSEK, SHAWN,	209 W HIGH ST	Q7NW3A-3-14	\$900.00	\$25.00
	Zoning	Fence/deck				
4/27/2021	D-210166	FREY, JANE,	320 CONSTITUTION AVE	Q7SE4A-8-9	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
5/3/2021	Y-210174	BILLIG, WILLIAM O And LORIL,	315 CEDAR RD	Q7SE4A-8-27	\$0.00	\$25.00
	Shade	Removal				
5/3/2021	Z-210175	YOUSE, RICHARD D JR And HEATH	450 MAPLE RD	Q7SE1D-5-10	\$4,000.00	\$75.00
	Zoning	Swimming Pool				
5/7/2021	D-210181	BAWDEN, GERALD L,	1224 3RD AVE	Q7NW3C-1-9	\$0.00	\$75.00
	Dumpster	Dumpster Permit				

Borough of Hellertown

05/13/2021

Monthly Permit Report

1:57 PM

Page 2 of 2

FOR PERMITS ISSUED BETWEEN 4/15/2021 AND 5/13/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
5/7/2021	Z-210182	NANSTEEL KENNETH F III ET AL,	1400 DETWEILER AVE	Q7NW3B-10-7	\$5,500.00	\$100.00
	Zoning	Deck				
5/13/2021	Y-210187	MALONE, GERALD C And SANDRA	302 CONSTITUTION AVE	Q7SE4A-8-12	\$0.00	\$25.00
	Shade	Removal				

TOTAL NUMBER OF PERMITS: 21
TOTAL ESTIMATED VALUE: \$107,030.00
TOTAL PERMIT FEES: \$1,378.60

Summary by Type

**Borough of Hellertown
Monthly Permit Report**

05/13/2021
1:55 PM
Page 1 of 1

FOR PERMITS ISSUED BETWEEN 4/15/2021 AND 5/13/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
4/15/2021	M-210136 Mechanical	HILL, WINFIELD J And LONA E, mini split	1333 MAIN ST	Q7NW3A-12-8	\$12,000.00	\$109.50
4/15/2021	F-210139 Roof	SCHAEDLER, RICHARD J, Roof-Residential	426 LOCUST RD	Q7SE4A-2-2	\$15,480.00	\$79.50
4/15/2021	F-210138 Roof	KRUKOWSKI, C J And DEBORAH L, Roof-Residential	1039 DETWEILER AVE	Q7SW2B-B-8	\$8,919.00	\$79.50
4/15/2021	F-210137 Roof	KRUKOWSKI, W F JR And BARBAR Roof-Residential	1110 DETWEILER AVE	Q7NW3C-16-3	\$9,457.00	\$79.50
4/15/2021	F-210135 Roof	DORN, ROBERT W And DEBRA A, Roof-Residential	326 SPRUCE ST	Q7SW3C-3-3	\$7,100.00	\$79.50
4/15/2021	E-210141 Elect	BOKAN, DANIEL W And AMANDA L, Pool Wire	833 ELM RD	Q7SE4A-11-3N	\$2,200.00	\$99.50
4/15/2021	B-210140 Build	BOKAN, DANIEL W And AMANDA L, Pool	833 ELM RD	Q7SE4A-11-3N	\$47,000.00	\$104.50
4/26/2021	E-210161 Elect	DORN, ROBERT W And DEBRA A, Residential	326 SPRUCE ST	Q7SW3C-3-3	\$2,926.00	\$84.50
4/26/2021	B-210160 Build	DORN, ROBERT W And DEBRA A, Addition-Residential	326 SPRUCE ST	Q7SW3C-3-3	\$37,500.00	\$129.50
4/26/2021	B-210158 Build	ESHLEMAN, T MICHAEL And MELIS Repair/Renovation-Residential	327 CONSTITUTION AVE	Q7SE4A-9-18	\$9,650.00	\$164.50
5/7/2021	M-210180 Mechanical	MILLS, DONALD A And PATRICIA A, Replacement-Residential	427 BIRCH RD	Q7SE4A-4-10	\$12,754.00	\$109.50

TOTAL NUMBER OF PERMITS: 11
TOTAL ESTIMATED VALUE: \$164,986.00
TOTAL PERMIT FEES: \$1,119.50

Summary by Type

7 Residential

**Borough of Hellertown
Monthly Permit Report**

05/13/2021
1:58 PM
Page 1 of 1

FOR PERMITS ISSUED BETWEEN 4/15/2021 AND 5/13/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
4/22/2021	S-210154 SideInsp	ZAJAC, ALEK, Sidewalk And Curb Inspection Application	534 ELLEN ST	Q7SW3C-5-5	\$0.00 \$25.00
4/23/2021	S-210157 SideInsp	HAMANT, WILLIAM R And ANNEMAR Sidewalk And Curb Inspection Application	303 CEDAR RD	Q7SE4A-8-25	\$0.00 \$25.00
4/23/2021	S-210156 SideInsp	EAGLE ONE HOLDINGS LLC, Sidewalk And Curb Inspection Application	486 JUNIPER RD	Q7SE1D-5-4	\$0.00 \$25.00
4/26/2021	S-210163 SideInsp	BRETT, STEVEN T, Sidewalk And Curb Inspection Application	333 CEDAR RD	Q7SE4A-8-30	\$0.00 \$25.00
4/26/2021	S-210162 SideInsp	FONTEM, RODRIGUE, Sidewalk And Curb Inspection Application	1521 BROOKSTONE PL	Q7NW2C-4-5-9	\$0.00 \$25.00
4/29/2021	S-210172 SideInsp	LOCKEY, JAMES S, Sidewalk And Curb Inspection Application	1217 NEW JERSEY AVE	Q7NW3C-13-4	\$0.00 \$25.00
4/29/2021	S-210171 SideInsp	FRANKENFIELD, VIDA M And DALE Sidewalk And Curb Inspection Application	210 FRONT ST	Q7SW3A-5-4A	\$0.00 \$25.00
4/30/2021	S-210173 SideInsp	HUGHES, STEVEN M, Sidewalk And Curb Inspection Application	209 E HIGH ST	Q7NW3B-1-4	\$0.00 \$25.00
5/3/2021	S-210177 SideInsp	JACOBS, BRADFORD A And TAMMY Sidewalk And Curb Inspection Application	440 DELAWARE AVE	Q7SW3B-3-6	\$0.00 \$25.00
5/3/2021	S-210176 SideInsp	NASTASEE, FRANK D And GLORIA Sidewalk And Curb Inspection Application	1541 RIEGEL ST	Q7NW2C-6-4	\$0.00 \$25.00
5/6/2021	S-210179 SideInsp	SALANIK, CHRISTOPHER And STEP Sidewalk And Curb Inspection Application	462 FRONT ST	Q7SW3A-1-1	\$0.00 \$25.00
5/7/2021	S-210183 SideInsp	ZELECHIVSKY, BOHDAN J And SOL Sidewalk And Curb Inspection Application	432 FRONT ST	Q7SW3A-1-3	\$0.00 \$25.00
5/12/2021	S-210186 SideInsp	UTSCH, SANDRA D And JAMESON, Sidewalk And Curb Inspection Application	1248 1ST AVE	Q7NW3D-5-1	\$0.00 \$25.00

TOTAL NUMBER OF PERMITS: 13
TOTAL ESTIMATED VALUE: \$0.00
TOTAL PERMIT FEES: \$325.00

Summary by Type